

~~SECRET~~
~~CONFIDENTIAL~~
OFFICE OF TRAINING

Operations School
Headquarters Training

RECORDS OFFICERS COURSE NO. 21 (ROC)


13 - 17 January 1964

Room 1A-13 Headquarters

STUDENT OBJECTIVES

1. To get an appreciation of the Agency's CS mission.
2. To learn the role that records play in the discharge by the Agency of the responsibilities inherent in the mission.
3. To gain an appreciation of records and proper records management in the successful performance of the stated mission.
4. To understand the inter-relationships between the CS mission and records and to sharpen judgment in the handling and disposition of records.

* * *


Chief Instructor

25X1A

DOC	5	REV DATE	12-82	BY	00599
ORIG COMP		ORI	11	DATE	01
ORIG CLASS	5	FOCUS	3	TECH CLASS	C
JUST	22	NEXT REV	2011	DATE	10-2

Group I
Excluded from automatic
downgrading and
declassification

~~SECRET~~

~~SECRET~~

CONFIDENTIAL

Monday, 13 January 1964

25X1A

0830 - 0900 Registration, Handout of Materials,
and Administration

0900 - 0920 Introduction to Course and Discussion
of NSCID/5

0930 - 1050 The RO and His Responsibilities;
The RO Kit

1100 - 1300 Terminology

Tuesday, 14 January 1964

0830 - 0900 Study Period

0900 - 1050 RID Responsibilities in CS Records
System

1100 - 1150 Review, Analysis, Classification,
Indexing and Cross Referencing

1200 - 1300 The 201 System

Wednesday, 15 January 1964*

0830 - 0900 Study Period

0900 - 0930 Sensitive Documents

0940 - 1030 Interagency Source Registry

1040 - 1300 Destruction Procedures and RO
Responsibilities

CONFIDENTIAL

~~SECRET~~

~~CONFIDENTIAL~~


~~SECRET~~

Thursday, 16 January 1964

0830 - 0900	Study Period, Submit Questions for Tomorrow's Question and Answer Period
0900 - 1150	Handling of Records at the Headquarters Desk, Including Destruction
1200 - 1300	Introduction to Practical Exercise

25X1A

Friday, 17 January 1964

0830 - 1030	Practical Exercise
1040 - 1130	
1140 - 1215	Question and Answer Period
1215 - 1230	Closing Remarks
1230 - 1300	Final Administration

25X1A

* Students who have not taken the RID Tour are required to do so on Wednesday, 15 January 1964. It will be conducted from 1400 - 1600 hours and will originate in this classroom promptly at 1400 hours.

~~SECRET~~